



ARIZONA BOARD OF APPRAISAL

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LICENSE/CERTIFICATE BIENNIAL RENEWAL NOTICE

In order to renew, please follow the process noted below:

1. Complete and submit the renewal application with the required attachments. **BE SURE TO READ AND ANSWER EVERY QUESTION CAREFULLY.**
2. Submit proof (copies of certificates) of completion of the required 28 continuing education hours taken within your two-year renewal period:
 - a. All continuing education courses must be approved by the Arizona Board of Appraisal **OR** approved by the state in which you took the course. The submitted certificates for courses approved by the Board **must be** on the Board's form of certificate. The list of Board-approved courses is updated monthly on the Board's website.
 - b. If a course certificate submitted from another state does not indicate that the course is approved by that state, proof of that state's approval **must also** be submitted.
 - c. A course less than three hours long will not be accepted, **even if approved in another state.**
 - d. Continuing education courses taken through distance education **may not** exceed 75% of the required 28 hours.
 - e. The same course cannot be repeated for use as continuing education credit within a renewal period.
 - f. A course instructor may receive up to 14 hours of continuing education credit for course instruction of Board-approved course(s) per renewal period; however, a course instructor may not receive credit for the same course in consecutive renewal periods.
3. Submit proof (copy of certificate) of completion of a 7-hour national USPAP update course taken within your two-year renewal period:
 - a. As of June 2, 2007 **the 7-hour national USPAP update course must be taken within a classroom setting.** The Board will not accept an online USPAP course.
 - b. The 7-hour National USPAP Update course hours may be used towards the 28 continuing education hours required in item #2, above.
4. Submit a cashier's check, certified check or money order payable to the Arizona Board of Appraisal in the amount of \$425.00 for the renewal fee.
5. Submit a **separate** cashier's check, certified check or money order payable to the Arizona Board of Appraisal in the amount of **\$80.00 for the National Registry fee.**

Personal checks and business checks will NOT be accepted. Cash in the exact amount will be accepted if paid in person at the Board office.

6. Submit the Long Form Applicant Statement **AND** submit documentation of status. (Refer to Lists A and B Evidence of U.S. Citizenship, U.S. National Status, or Alien Status contained in the application to determine the proper documentation for submission with the Application.)

The completed application and all required accompanying documentation and fees must be in the Boards office **30 days prior to your expiration date**. A delinquent fee of \$25.00 will be assessed for all applications received after the above-referenced date. The \$25.00 delinquent fee can be included in the cashier's check, certified check or money order for the renewal fee of \$425.00.

Failure to comply with the above requirements will result in the nonrenewal of your license/ certificate and removal of your name from the Board list, as well as from the National Registry list.

A LICENSE/CERTIFICATE EXPIRES ON ITS EXPIRATION DATE. You **SHALL NOT** engage in, advertise or purport to engage in real estate appraisal activity in this state **AFTER** your license/ certificate has expired and **BEFORE** the renewal of your expired license/certificate.

Please note that applications are processed in the order they are received and may take up to 10-14 business days to process. Board staff works extremely hard to process all applications as quickly as possible and thanks you for your cooperation.

APPRAISERS ON INACTIVE STATUS: You must pay the renewal fee and complete an application for renewal AT YOUR USUAL RENEWAL TIME; however, you are not required to provide evidence of completion of the continuing education requirements until the application for reactivation is filed.

IF YOU DO NOT FILE A RENEWAL APPLICATION AND MEET ALL REQUIREMENTS FOR RENEWAL WITHIN 90 DAYS AFTER YOUR EXPIRATION DATE, THE EXPIRATION OF THE LICENSE/CERTIFICATE WILL BE PERMANENT AND YOU WILL HAVE TO APPLY AS A NEW APPLICANT AND COMPLY WITH THE CURRENT APPLICATION REQUIREMENTS.

EXCEPTION: A person deployed outside of the United States on active military duty with the United States Armed Forces and whose license/certificate has expired during such active military duty outside of the United States may file a renewal application within 90 days of returning home from active military duty and shall not be required to pay a delinquent renewal fee. Evidence of the renewal applicant's dates and locations of deployment must be submitted with the renewal application. In addition, the renewal applicant must provide evidence of completion of the continuing education requirements that the renewal applicant would have otherwise been required to meet during the period preceding the renewal application. A person deployed outside of the United States on active military duty with the United States Armed Forces must file an Application for Inactive License or Certificate Status for Active Military Duty upon deployment. In no event shall the inactive status exceed three years.

The Board's website now provides the opportunity to join a subscription list to receive News & Alerts from the Board by email immediately as they are issued. **Please join the Board's subscription list** to keep yourself current concerning Board and appraisal news.